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THE ANALYZER ™

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The ANALYZER™: an Overview

The ANALYZER is a powerful and versatile tool that does much of the "brainwork" and nearly all of the "legwork" that goes into finding answers to strategic and tactical questions that relate to information in the database.

You use ANALYZER the way you would use the query tool in a typical database, such as *Microsoft Access*. The difference, though, is that ANALYZER is not only intuitive. It is also customized to the pulp and paper industry. In other words, you don't have to be a database expert to get answers to your questions. ANALYZER gives you drop-down menus, enabling you to make selections by pointing and clicking your mouse. In addition, ANALYZER gives you a variety of output options. You can output information in a list, a pie chart, a stack bar graph, a table, mailing labels or mail merge.

Basic Options

To get the most out of ANALYZER effectively, it helps to understand the rationale behind the different output options. Essentially, you have three options: (1) list; (2) table and graph and (3) mailing list. Here's a brief summary of these options, and why you would choose one over the other.

LIST. List presents a table of data containing one entry for every item you choose to list. You can make a list, for example, of locations, machines, process control systems and individual pieces of equipment.

Typical lists you might want to make include:

- Mills in the Northwestern U.S. that produce recycled linerboard
- Paper machines that use Jagenberg coaters operating at 1500 feet per minute or more
- Digesters made by Kamyr before 1985

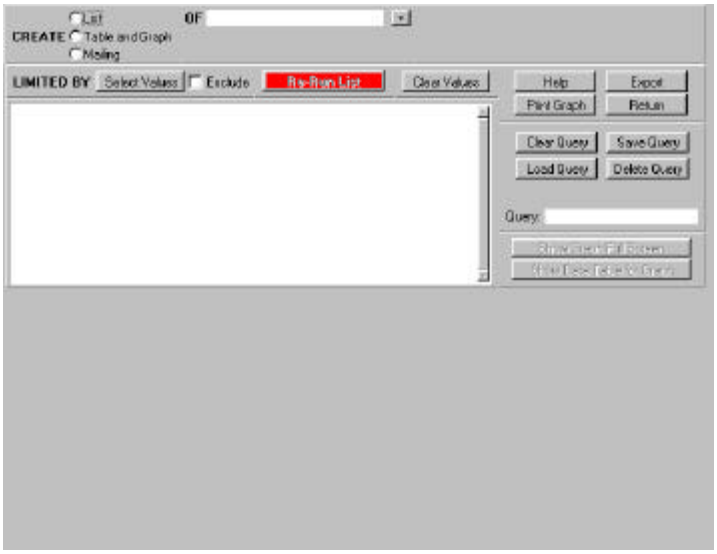
TABLE AND GRAPH. Table and graph summarizes information in a way that allows you to see patterns and trends. There are two graphing possibilities: (1) a pie-chart; or (2) a bar-chart. A table accompanies both types of graphs.

Typical questions that would lend themselves to TABLE AND GRAPH would be:

- Mills in the Northwestern U.S. that produce recycled linerboard
- How much printing and writing paper is being made in each country?
- How many on-machine coaters are there by machine supplier and year?
- What are the market shares of newsprint producers?

MAILING LIST. A mailing list is a specialized type of LIST. The MAILING LIST feature helps you create mailing labels and mail merges.

Putting ANALYZER to Use



The Main Screen

SELECTION OPTIONS

Selection options guide you through the query process. Here are the key commands:

- CREATE. Lets you select the *way* you want to display the answer to your question. Your choices are: (1) list; (2) table and graph; or (3) mailing list.

- OF. Lets you select what you want your graph to summarize—for example, TPY of paper, number of paper machines or number of pieces of equipment. A drop-down menu will give you your choices.

- BY. (For graphs and tables only) Lets you segment the information in your graph. For a pie chart, you choose the first "By." For a stacked bar chart, you choose both "By's." Your selection for the first "By" will open as the X-axis. The second will appear as the segments of each stacked bar.

- SELECT VALUES. Lets you select the specific portions of the database that are to be included and excluded in your list, graph or table. For example, using **Select Values** to specify the major grade "Newsprint" will cause ANALYZER to include *only* newsprint mills and machines.

  You can use **Select Values** to specify your query in as many ways as you want. For example, specifying the major grade "Newsprint" and the original supplier "Valmet" will return only mills and machines that are (1) made by Valment *and* (2) produce newsprint.

MANAGING QUERIES

The four "Query" buttons (**Clear Query**, **Save Query**, **Load Query**, and **Delete Query**) help to simplify the querying process. Once you've created a query that you intend to reuse, you can give it a name and store it (using **Save Query**) and then retrieve that same query with **Load Query**. **Delete Query** lets you erase any queries you've saved. **Clear Query** removes the current query from the screen but has no impact on a saved query.

OTHER ANALYZER OPTIONS

Other options available to you in ANALYZER include the following:

- **Export**. Lets you export the results of list, table and graph queries to a spread sheet or other software applications.
- **Print**. Prints a report of the results of your query.

Creating a List

Now that you know something about the general concepts that underlie the use of ANALYZER, you're ready to put the tool to use. We'll start with the simplest and most direct of all ANALYZER functions: the LIST. As you will see, the basic steps that go into creating the list are also used when you want to create a table and graph or mailing.

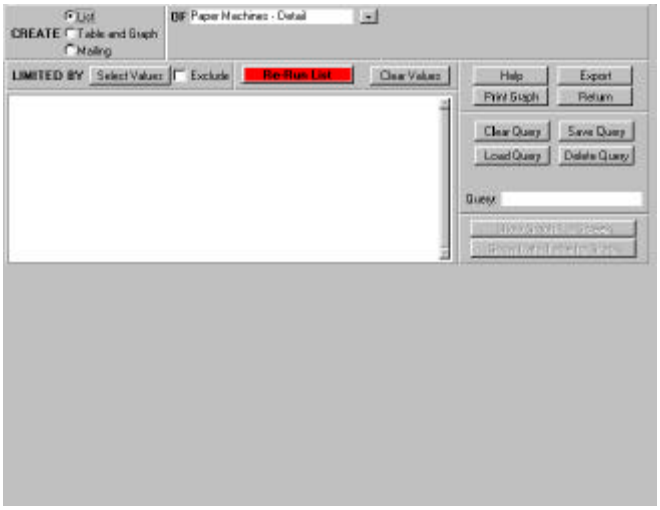
In the example below, we are seeking to compile a list of *all the mills in France, Germany, and Italy that make newsprint on machines that run over 3000 fpm.* Here are the steps:

1. **Click on "List" option on opening ANALYZER menu.**

   Clicking on **List** button to the right of **Create** will produce a drop down menu that gives you several options.

2. **Choose "Paper Machines - Detail" from the list of options that appear on the drop-down menu.**

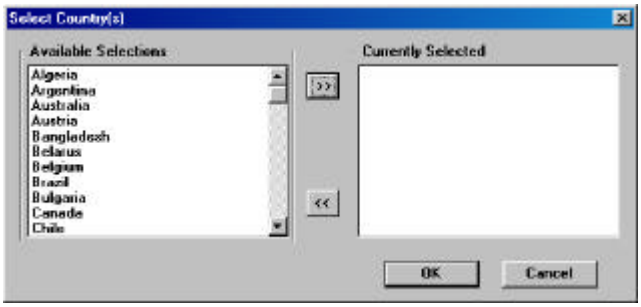
   "Paper Machine - Detail" will now appear in the **OF** box.



3. **Click on "Select Values."**

   The first drop-down menu will give you a choice of categories of information to choose from. When you click on the option **Location**, you'll have several choices.

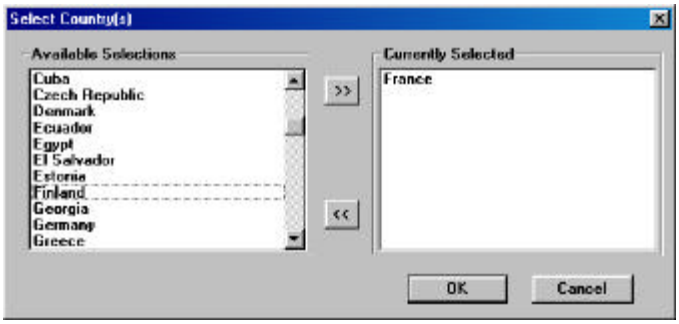
   If you select "Country," the following screen will appear:



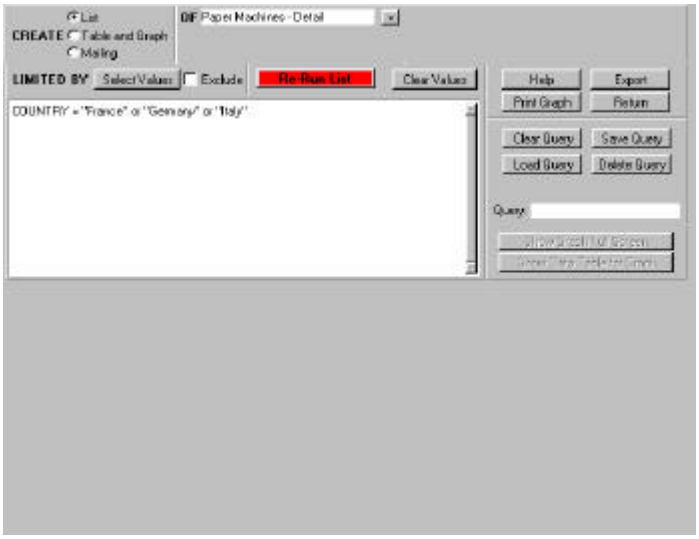
***Creating a List, cont*.**

4. **Make your selections.**

   You select values one group at a time. In the example we are using, you would scroll down the list of options in the left-hand column until you come to “France.” After highlighting “France” and clicking on the double arrow pointing to the right, repeat the process for “Germany” and “Italy.”



When you click on **OK,** you’ll be returned to the original screen, and the limit you’ve set will be recorded in the white area of the screen, as in the following illustration:

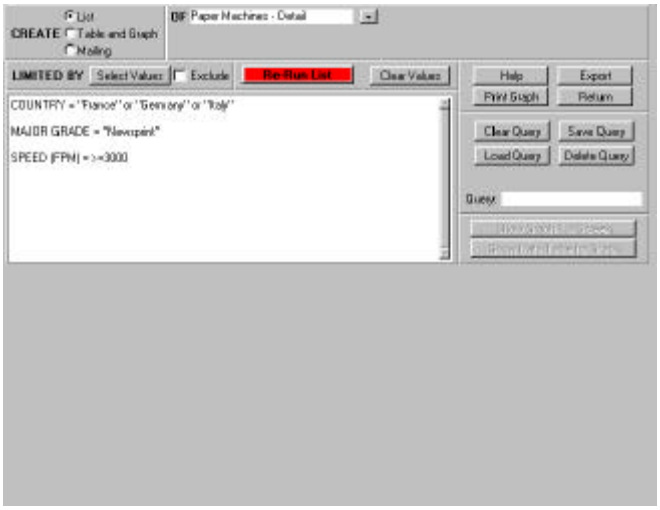


***Creating a List, cont*.**

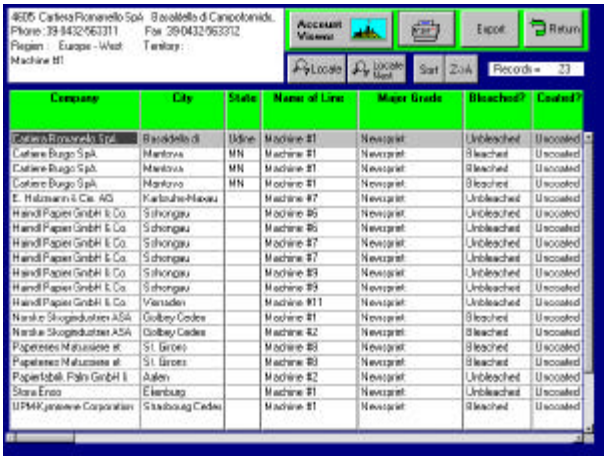
5. **Select additional values.**

   To set additional limits on your query, follow the same procedures as above for each new criteria you want to use.

   - Click on **Select Values.**
   - Make appropriate selections from drop-down menu.
   - Transfer selected values from the left-hand column to right-hand column.
   - Click on **OK.**



Repeat these steps to specify *Major Grade* as *Newsprint* and *Machine Speed* as *<=3000 fpm*.



6. **Click on the red "Re-Run List" button to create your list.**

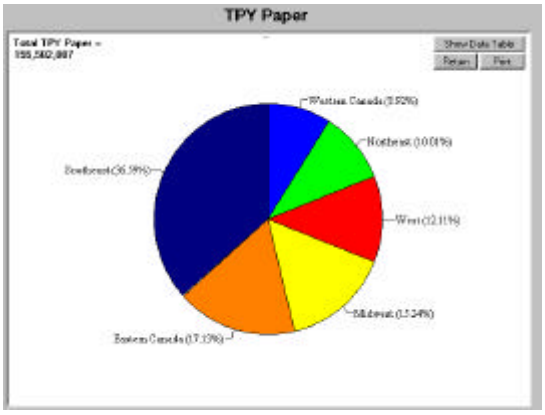
The list produced by the criteria set in this example is shown to the right.

Note: By clicking on the **Account Viewer** button, you can quickly go to the ACCOUNT VIEWER. The mills listed will only be those mills that meet the criteria of your list.

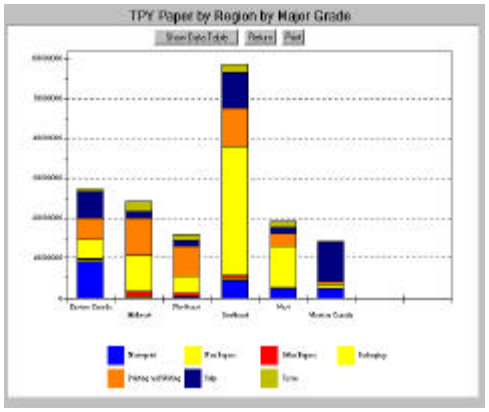
Graph Options

There are two general categories of graphs: (1) pie chart; and (2) stacked bar chart.

Pie chart



Stacked Bar chart



Pie Chart. A pie chart, as the illustration above shows (in this instance TPY paper production), breaks down a sum with *one* variable (in this instance, regions).

A Stacked Bar Chart. A bar chart displays the answer to queries in which there are *two* variables. In the example above on the right, the bar chart shows TPY of paper by region, and then by grade. Stacked bars have three elements:

Y-Axis: (Vertical line) Answers the question “How much?” or “How many?” (Example: TPY Paper)

X-Axis: (Horizontal line) Represents the initial variable – in ANALYZER, the first “By” (Example: Region)

Stacks of each bar. Represent yet another variable—in ANALYZER, the second “By” (Example: Grade)

BAR CHARTS: A CLOSER LOOK

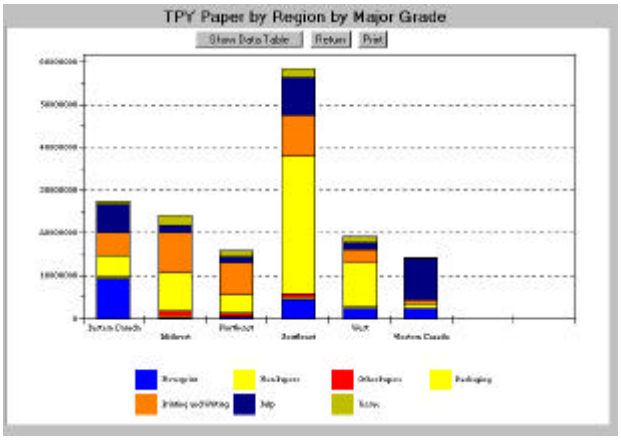
The two bar charts depicted on this page illustrate two ways of displaying the same information. Both charts display answers to the query “How much paper is being produced per year?”

In the first of the two examples below, the first “By” (Y-Axis) is the *region*, and the second “By” (bar stacks) segments each region by *major grade*. In the lower example, the X-axis and the bar stacks are reversed.

Y-Axis: Tons of paper (TPY)

X-Axis: Region

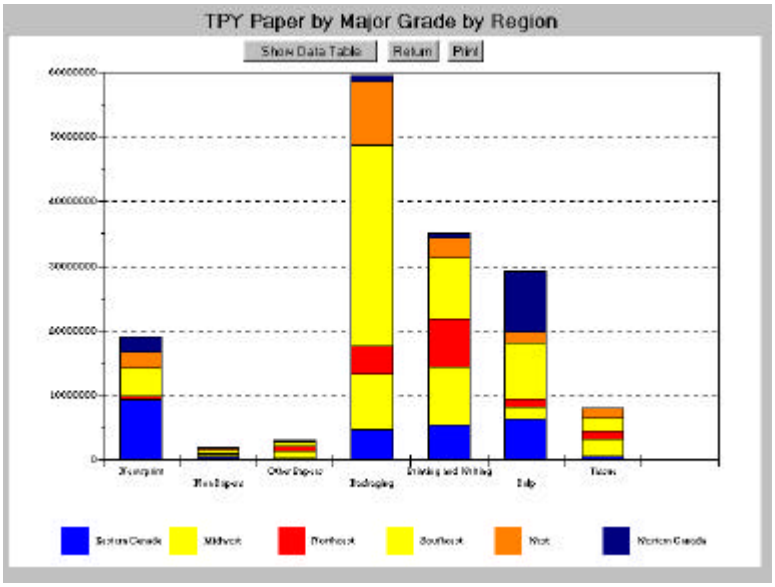
Bar Stacks: Major Grade



Y-Axis: Tons of paper (TPY)

X-Axis: Major Grade

Bar stacks: Region



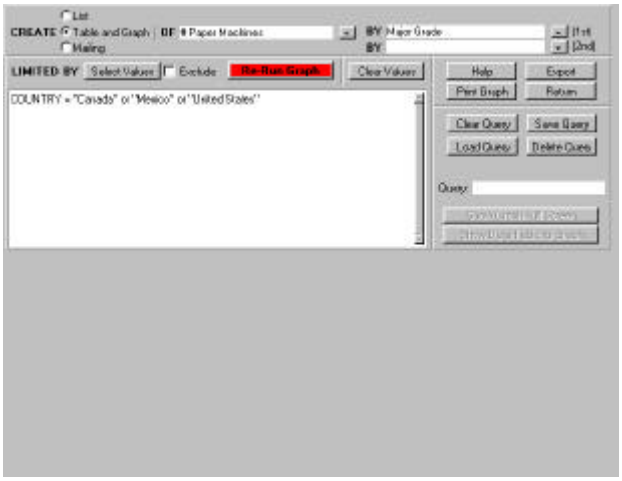
Creating Tables and Graphs

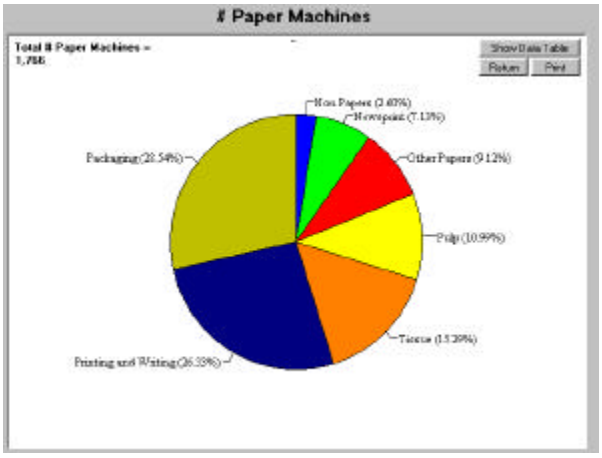
The steps needed to create tables and graphs are similar in most respects to the steps you took when creating a list. The difference is that tables and graphs require you to make an additional selection or two.

CREATING A PIE CHART

A pie chart is a graph consisting of two elements: a “pie” and its “slices.” The “pie” represents the sum of an item in the database—for example, number of paper machines. The “slices” represent how you want that information segmented. Here are the steps:

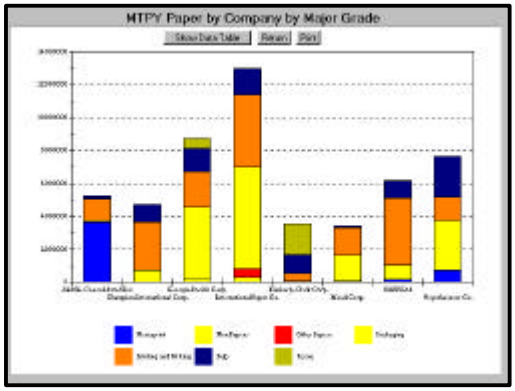
1. **Click on the “Table and Graph” button in left-hand corner of screen.**
2. **Click on the “OF” button to choose the *pie*.**
   Example: # Paper Machines
3. **Click on the top “BY” to determine how to *slice up the pie*.**
   Example: Major Grade
4. **Set limits to your query by using Select Values.**
   Example: Mills in North America (U.S., Canada and Mexico)
5. **Click on Re-Run Graph.**
   This step will produce the graph shown to the left.





CREATING A STACKED BAR CHART

The procedure for creating a stacked bar chart is similar to the procedure for creating a pie chart, but with one added step: a second variable to specify the content of the bar stacks.



1. **Choose "Table and Graph."**
2. **Make selection from the "OF" menu.**
   This sets the information for the Y-axis (the vertical line) of your chart.
   Example: MTPY Paper
3. **Make selection for the first "By" box using drop down menu.**
   This box sets your X-axis.
   Example: Company
4. **Make selection for the second "By" box using drop down menu.**
   This box selects the bar stacks. *Example*: Major Grade.
5. **Use Select Values to specify what mills, machines, etc. to include in your query .**

Creating a Mailing

You can use any of the lists you create in ANALYZER as the basis of a mailing list.

PREPARATORY STEPS

You begin the process of creating a mailing list by clicking on the **Mailing** button on the opening ANALYZER menu.

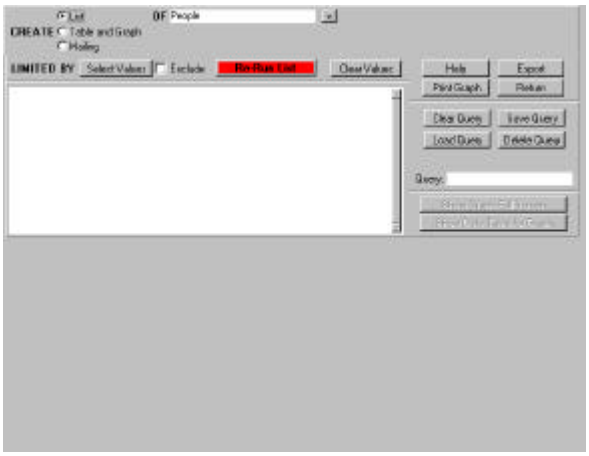
In the example below, we are seeking to compile a list of the *General Managers and Maintenance Managers of mills in North America that produce a Major Grade of Newsprint.* Here are the steps:

1. **Click on "List" option on opening ANALYZER menu.**

   Clicking on **List** button to the right of **Create** will produce a drop down menu that gives you several options.

2. **Choose "People" from the list of options that appear on the drop-down menu.**

   "People" will now appear in the **OF** box.



3. **Click on "Select Values."**

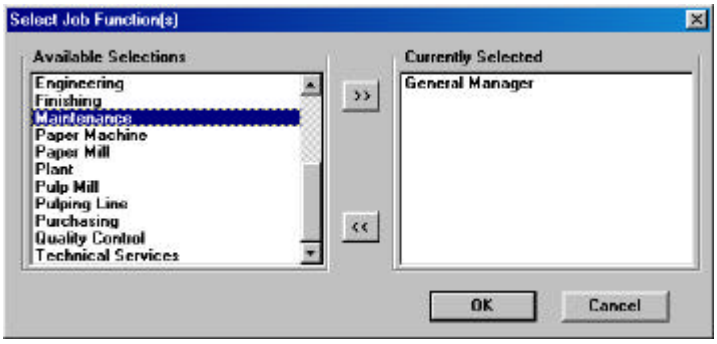
   The first drop-down menu will give you a choice of categories of information to choose from. When you click on the option **People**, you'll have three choices.

   By selecting "Job Function," the following screen will appear:

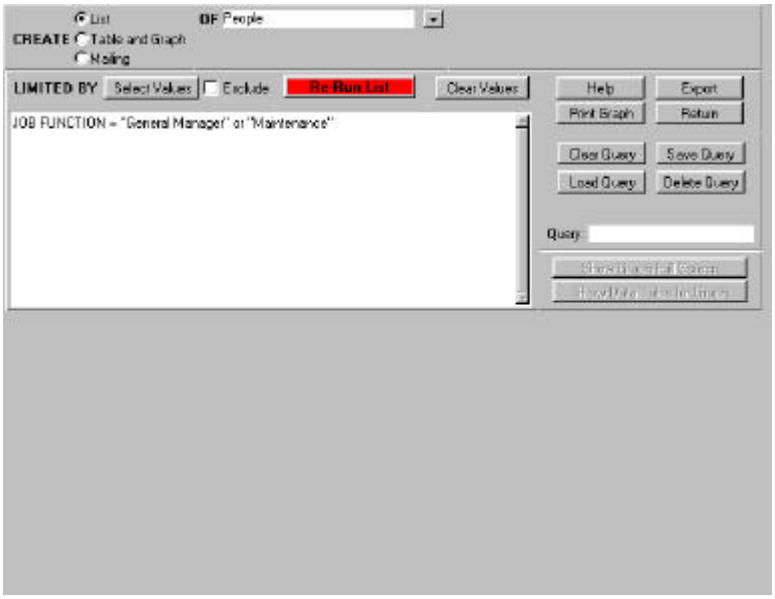
***Creating a Mailing, cont*.**

4. Make your selections.

You select values one group at a time. In the example we are using, you would scroll down the list of options in the left-hand column until you come to “General Manager.” After highlighting “General Manager” and clicking on the double arrow pointing to the right. Repeat the process for “Maintenance.”



When you click on **OK,** you’ll be returned to the original screen, and the limit you’ve set will be recorded in the white area of the screen, as in the following illustration:



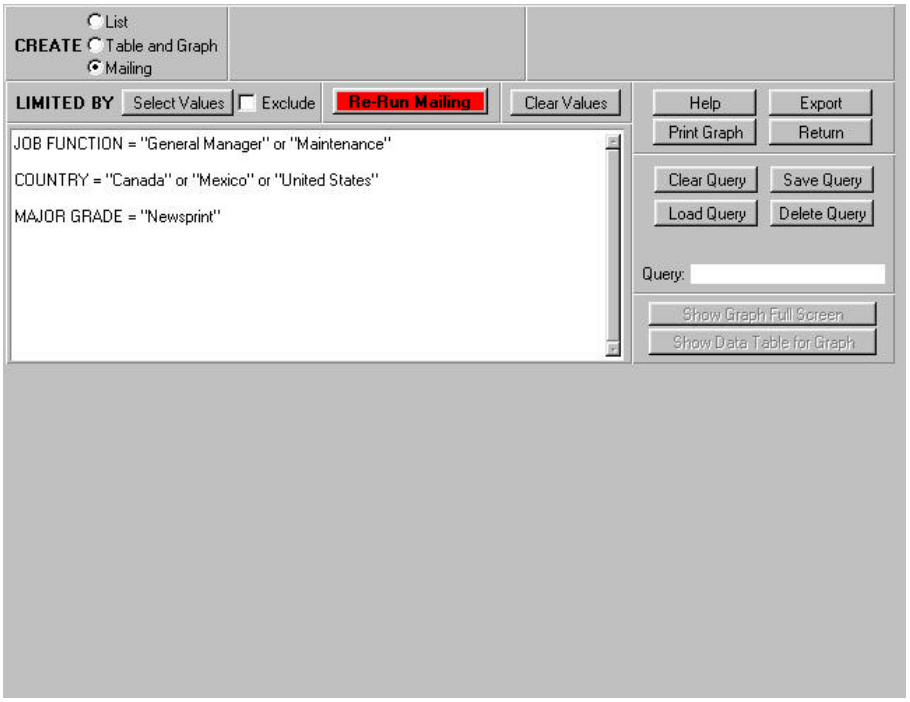
***Creating a Mailing, cont*.**

5. **Select additional values.**

   To set additional limits on your query follow the same procedures as above for each new criteria you want to use.

   - Click on **Select Values.**
   - Make appropriate selections from drop-down menu.
   - Transfer selected values from the left-hand column to right-hand column.
   - Click on **OK.**

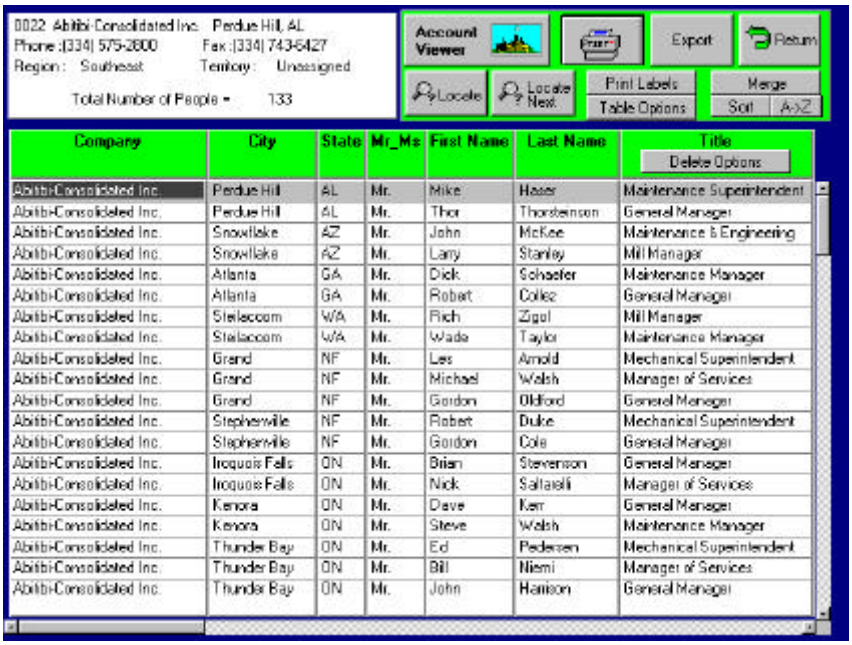
Repeat these steps to include criteria for mills in the U.S., Canada and Mexico that produce a major grade of newsprint. The screen will look as follows:



Creating a Mailing, cont.

6. Click on the red "Re-Run List" button to create your list.

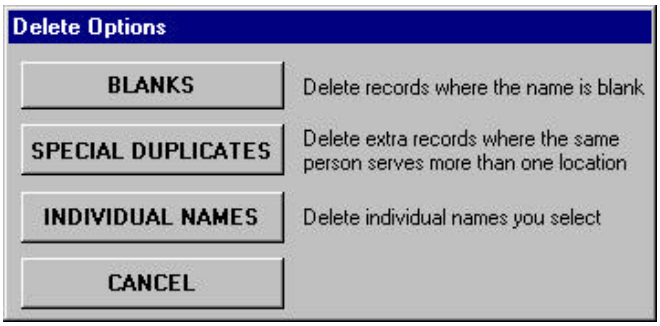
The list produced by the criteria set in this example would look as follows:



Company	City	State	Mr_Ms	First Name	Last Name	Title
Abitibi-Consolidated Inc.	Perdue Hill	AL	Mr.	Mike	Haser	Maintenance Superintendent
Abitibi-Consolidated Inc.	Perdue Hill	AL	Mr.	Thor	Thorstenson	General Manager
Abitibi-Consolidated Inc.	Snowflake	AZ	Mr.	John	McKee	Maintenance & Engineering
Abitibi-Consolidated Inc.	Snowflake	AZ	Mr.	Larry	Stanley	Mill Manager
Abitibi-Consolidated Inc.	Atlanta	GA	Mr.	Dick	Schaefer	Maintenance Manager
Abitibi-Consolidated Inc.	Atlanta	GA	Mr.	Robert	Colles	General Manager
Abitibi-Consolidated Inc.	Steilacoom	WA	Mr.	Rich	Zigal	Mill Manager
Abitibi-Consolidated Inc.	Steilacoom	WA	Mr.	Wade	Taylor	Maintenance Manager
Abitibi-Consolidated Inc.	Grand	NF	Mr.	Les	Arnold	Mechanical Superintendent
Abitibi-Consolidated Inc.	Grand	NF	Mr.	Michael	Walsh	Manager of Services
Abitibi-Consolidated Inc.	Grand	NF	Mr.	Gordon	Oldford	General Manager
Abitibi-Consolidated Inc.	Stephenville	NF	Mr.	Robert	Duke	Mechanical Superintendent
Abitibi-Consolidated Inc.	Stephenville	NF	Mr.	Gordon	Cole	General Manager
Abitibi-Consolidated Inc.	Iroquois Falls	ON	Mr.	Brian	Stevenson	General Manager
Abitibi-Consolidated Inc.	Iroquois Falls	ON	Mr.	Nick	Saltarelli	Manager of Services
Abitibi-Consolidated Inc.	Kenora	ON	Mr.	Dave	Kerr	General Manager
Abitibi-Consolidated Inc.	Kenora	ON	Mr.	Steve	Walsh	Maintenance Manager
Abitibi-Consolidated Inc.	Thunder Bay	ON	Mr.	Ed	Pedersen	Mechanical Superintendent
Abitibi-Consolidated Inc.	Thunder Bay	ON	Mr.	Bill	Niemi	Manager of Services
Abitibi-Consolidated Inc.	Thunder Bay	ON	Mr.	John	Harrison	General Manager

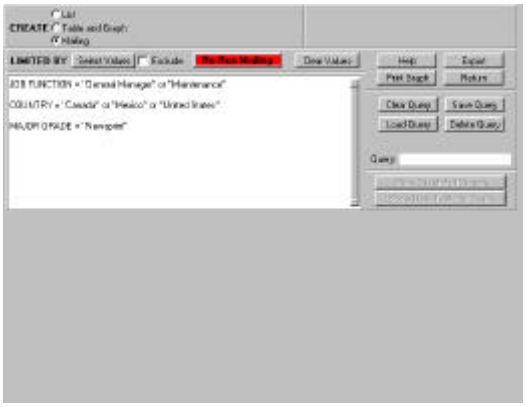
7. Use Delete Options (optional).

The "Delete Options" box that appears when the list turns up on your screen gives you the opportunity to customize the list you've created. The option appears automatically when you click on the red **Re-Run List** button.


Delete Options
BLANKS
Delete records where the name is blank
SPECIAL DUPLICATES
Delete extra records where the same person serves more than one location
INDIVIDUAL NAMES
Delete individual names you select
CANCEL

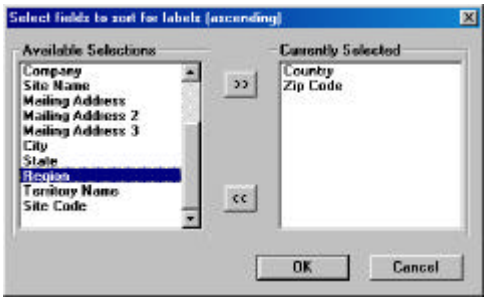
SETTING UP MAILING LABELS

The process for setting the specifications for the mailing (label design, etc.) begins after you have brought to the screen the list that is to be the basis of the mailing. The screen depicted to the right meets the following specifications*: All general managers and maintenance managers of mills in the U.S., Mexico, and Canada in which the major grade is newsprint.* By clicking on the red **Re-Run Mailing** button**,** you will bring that list to the screen, as depicted on the right.



You're now ready to create the specs for the mailing labels. Here are the steps:

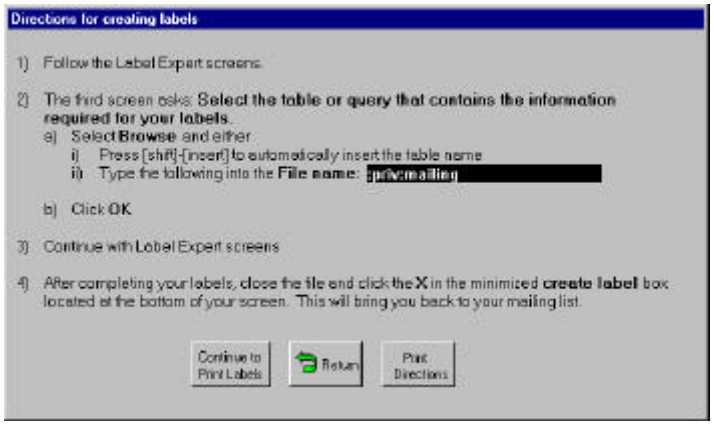
1. **Click on Print Labels** button**.**
   Clicking on the **Print Labels** will bring a menu that will enable you to decide on what field(s) you want the labels to be sorted—that is, in what order they will come from the printer. In the example below, we've selected "country" as the primary sort, followed by "zip code."



Setting up Mailing Labels, cont.

2. **When you finished the sorting process, click on OK.**

When you click, OK, the menu to the right will appear on the screen. You now have two choices: you can print out these directions or simply proceed by clicking on the **Continue to Print Labels** button at the bottom of the screen. When you do, you'll see the menu that shown below which give you options for label sizes.


Directions for creating labels
1) Follow the Label Expert screens.
2) The third screen asks: Select the table or query that contains the information required for your labels.
a) Select Browse and either
i) Press [shift]-[insert] to automatically insert the table name
ii) Type the following into the File name: priv:maillbl
b) Click OK
3) Continue with Label Expert screens
4) After completing your labels, close the file and click the X in the minimized create label box located at the bottom of your screen. This will bring you back to your mailing list.
Continue to Print Labels
Return
Print Directions

3. **Select label type and size and click on "Next."**

FPWW uses standard Avery labels. If you are using another type of label or if your label does not appear on the list, select **New Label** and enter the dimensions of your label. After you have made your selection, click on **Next**. This command will automatically bring to screen a menu for **Mailing Expert**, a program for designing the label.

Setting up Mailing Labels, cont.

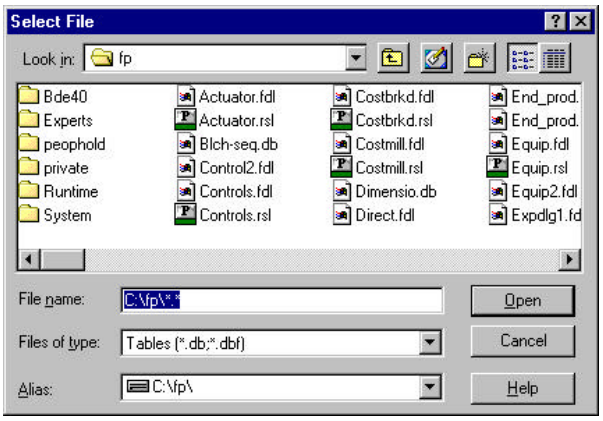
4. Open the list you've created.

The mailing list you created is stored temporarily in a private directory. The steps to locate that list are as follows:

- **Click on Browse in the Mailing Label Expert**

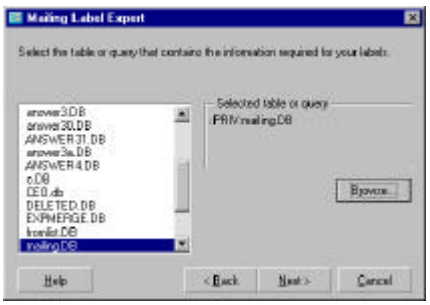
  When you click on **Browse**, the following box will appear on the screen. You need to specify where the mailing list has been saved. FPWW automatically saves the list you've created in a private directory.

  There are two ways you can open your list:



- **Type in ":priv:mailing" in the highlighted box.** *(File Name)*
- **Press down the Shift key and Insert key at the same time.** (Doing so will automatically insert ":priv:mailing" in the *File name* box.)
- **Click Open.**

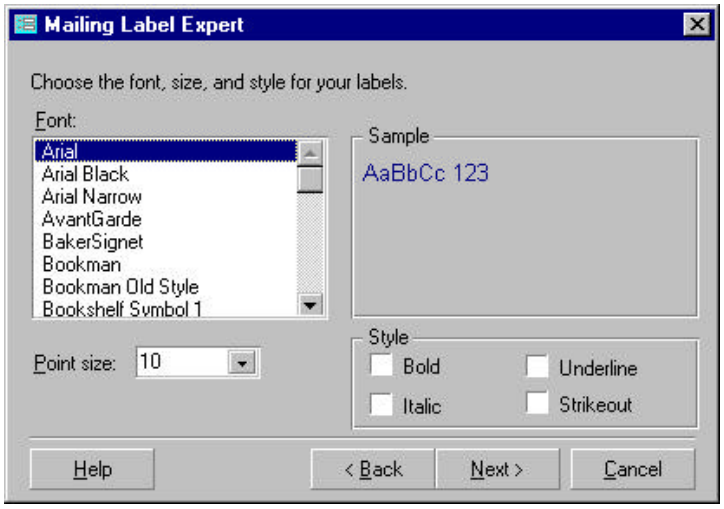
Either of these steps will move you to the next step in the **Mailing Expert** process. You will see the following screen:



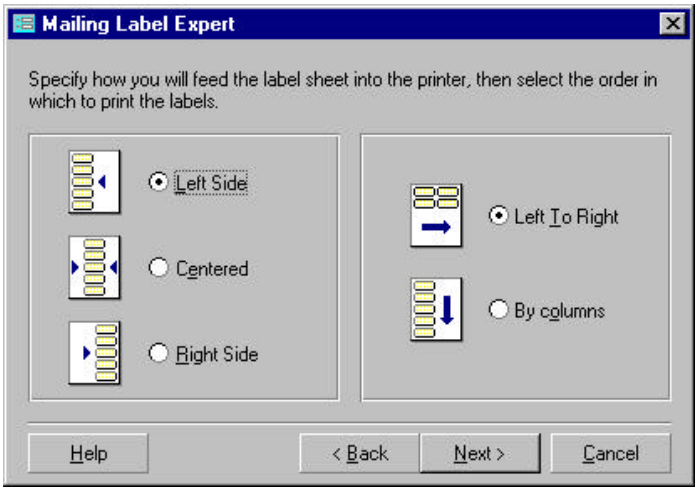
Setting up Mailing Labels, cont.

5. Select label format.

After opening your table, the following screen will appear. Once you have set the font and size, click **Next**.



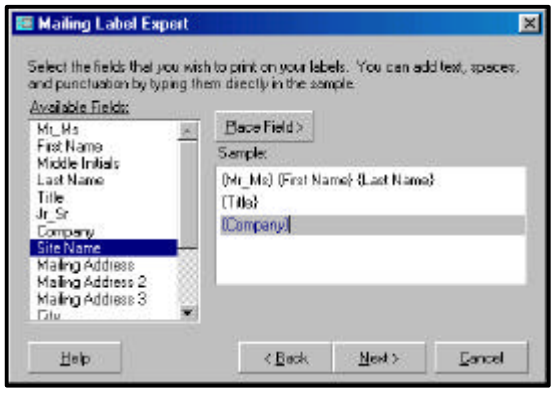
You'll then be given an opportunity to determine how you want the label sheet to feed into the printer and the order in which you want the labels to appear on the sheet.


Mailing Label Expert
Specify how you will feed the label sheet into the printer, then select the order in which to print the labels.
Left Side
Centered
Right Side
Left To Right
By columns
Help
< Back
Next >
Cancel

Setting up Mailing Labels, Cont.

6. Choose label entries.

The next step in the process is to indicate how, exactly, you want the the label to read. Here's a summary of the commands:



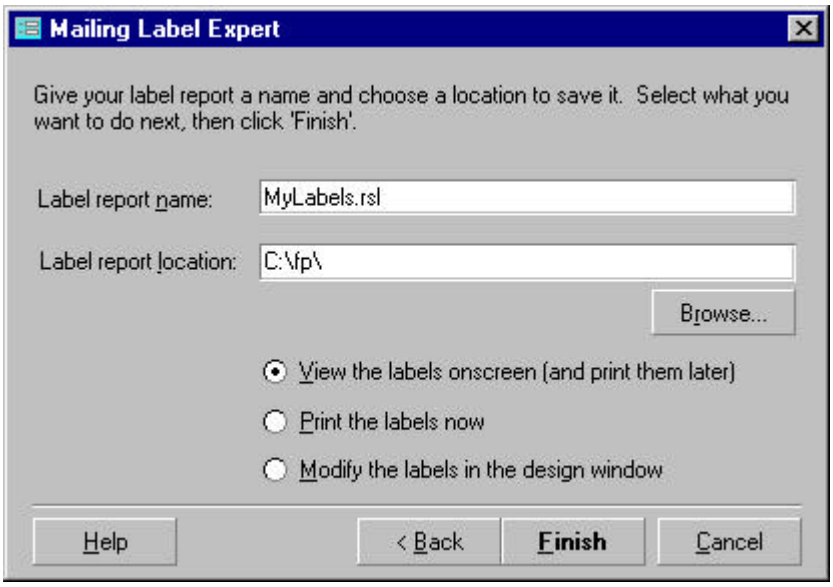
- **Placing fields in the label**. You place fields in the label by clicking once on the field you want to place, and then by clicking once on "Place Field."
- **Adding field names to the same line in the label.** When you want to add more than one field to a line (Example: First Name *and* Last Name), leave the cursor on the gray bar and add the next field. You will need to enter any spaces or punctuation between fields. (Example: {City}, (space) {State}).
- **Creating a new line in the label.** When you want to create a new line in the label, move the cursor below the gray bar and click once. This will create a new gray bar and allow you to insert whatever field you want to insert.
- **Editing.** You can edit any line with keystrokes, and remove fields using the delete key. Please do not type the fields onto the gray bar. Rather use the highlight-place field sequence.

When you've completed laying out your labels, click on **Next.**

Setting up Mailing Labels, Cont.

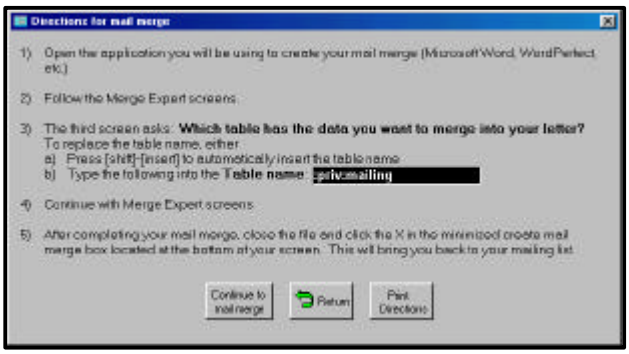
7. Create a name for the label report.

Once you have set the label up and have clicked on “Next,” you need to name the label report you have just created. Enter a name for your report and click **Next.** You then have three choices. You can view the labels on screen, print them, or modify the design. Each instruction will prompt you to the next step.


Mailing Label Expert
Give your label report a name and choose a location to save it. Select what you want to do next, then click 'Finish'.
Label report name:
MyLabels.rsl
Label report location:
C:\fp\
Browse...
View the labels onscreen (and print them later)
Print the labels now
Modify the labels in the design window
Help
< Back
Finish
Cancel

MERGING LISTS INTO OTHER PROGRAMS

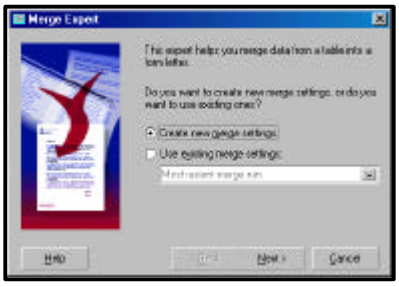
Once a mailing list has been created in ANALYZER, it can be merged with a document you have created in a word processing program such as Microsoft Word or Word Perfect. The steps are as follows:


Directions for mail merge
1) Open the application you will be using to create your mail merge (Microsoft Word, WordPerfect etc.)
2) Follow the Merge Expert screens.
3) The third screen asks: Which table has the data you want to merge into your letter?
To replace the table name, either:
a) Press [shift]-[insert] to automatically insert the table name
b) Type the following into the Table name: qrtlymailing
4) Continue with Merge Expert screens.
5) After completing your mail merge, close the file and click the X in the minimized create mail merge box located at the bottom of your screen. This will bring you back to your mailing list.
Continue to mail merge
Return
Print Directions

1. **Click on the "Mail Merge" button.**

   A menu will appear containing instructions. If you choose to, you can print the instructions, or move on by clicking **Continue to mail merge**.

2. **Choose "Create new merge setting" from the Merge Expert screen and click Next.**



3. **Select the word processing program you are using for your form letter.**

4. **Indicate if your form letter already exists and click "Next."**

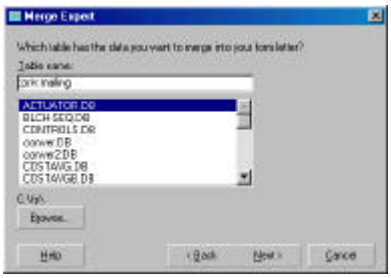
   If your have already created the letter for your mail merge, select "yes" and type in the file name or use the **Browse** button to locate your letter and click **Next**. If you have not already created your letter, select "no." The program will link your mail merge fields to a new, blank document.

Merging lists into other programs, cont.

5. **Select the table.**

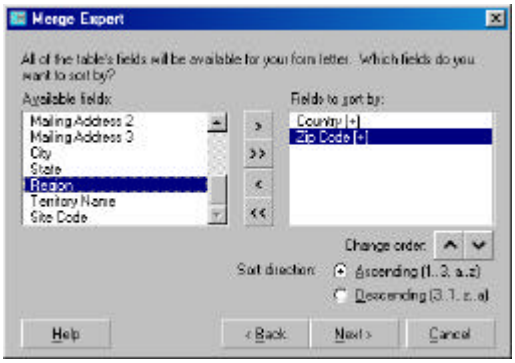
   The mailing list you created is stored temporarily in a private directory as a table. The location and name of that table is ":priv:mailing" You change name in the *Table name* box. You can insert the table name and location two ways:

   - **Hold down the Shift key and Insert key at the same time.**
   - **Type ":priv:mailing" in the *Table name* box.**



6. **Sort the labels.**

   This step enables you to decide on what field(s) you want your form letter to be sorted —that is, in what order you want your labels to be created. In the example to the right, we selected "Country" as the primary sort, followed by "Zip Code."



7. **Changing field format.**

   The next screen gives you the option of changing the format of each field (Example: "Mr." can appear three ways: "MR.," "Mr." and "mr.") We recommend using the default setting.

8. **Save merge settings (optional)**

   You're given the opportunity at this point to save the merge settings you've set. On the same menu you'll also be asked to type a name for the new document that is going to be the basis of the merge if you are not using a letter you've already created.

Merging lists into other programs, cont.

9. **Click Finish.**

   Once you click on **Finish**, ANALYZER will assemble the list and automatically open the word processing program you've selected. If you have indicated an existing file, the program will open to that file. Otherwise, a new document will be opened.

   From this point on, you need to follow the mail merge procedures of your word processing program.

SAVING OPTIONS

Once you have created and customized a list, you can save your modified table. The steps are as follows:

1. **Click on the "Table Options" button.**
2. **Click on "Save Table" on the next menu.**
3. **Name your table.**

When you want to load a table, simply create another list of people and go to **Table Options** and select **Load table**.